

# Settings

Last Modified on 05/08/2026 11:28 am CDT

Tool Search: Settings

The Settings tool allows you to choose where you want the School Store to display and set up different options for every store. From here you can also set up [Public Store](#) options. The Public Store is a website where anyone can shop for goods or services from your district.

## Create a School Store

Create a store for each school by selecting the school in the Campus toolbar. Use the field descriptions provided here to complete the screen then click **Save**. Repeat this procedure for each school that is going to have a school store.

Settings ☆
School Store > Administration > Settings

### Create School Store

**Store Display Name: (Required)**

**Public Store URL:**  
<https://b6922482-cmb001.infinitecampus.com/campus/store/MN/school-store/15>

**Enable Store for:**

- Campus Parent
- Campus Student
- Employee Self Service
- Public Store

**Options:**

- Allow Free And Reduced Pricing
- Shop by Categories
- Add Parent Portal Description
- Add Student Portal Description

**Store Logo Upload:**

Max File Size: 20MB

Drop files here to upload

**Image Description:**  
Enter a description to be read by screen readers.

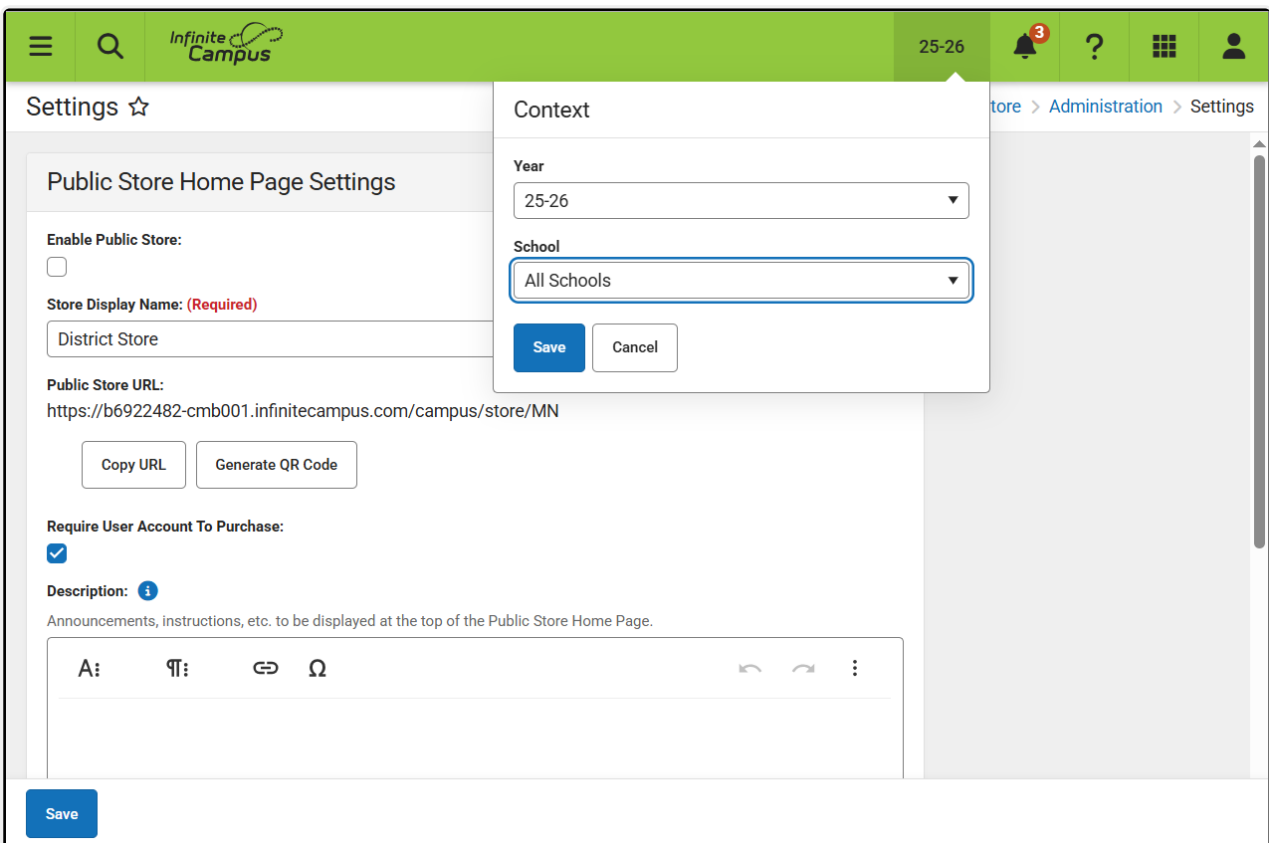
## Field Descriptions (School Store)

Field	Description
<b>Store Display Name</b>	The name of the store.
<b>Public Store URL</b>	<p>The URL that is used to visit the Public Store. The URL is cannot be modified.</p> <ul style="list-style-type: none"> <li>• <b>Copy URL</b> - Copies the Public Store URL.</li> <li>• <b>Generate QR Code</b> - Creates a QR Code that can be shared with parents and students to access the Public Store. <ul style="list-style-type: none"> <li>◦ <b>Download QR Code</b> - Downloads a .png file of the QR Code that can be posted and shared.</li> </ul> </li> </ul>
<b>Enable Store for</b>	You can display the store in <b>Campus Parent, Campus Student, Employee Self Service</b> , or the <b>Public Store</b> . If you do not want the store to display, do NOT mark the checkbox.
<b>Allow Free and Reduced Pricing</b>	When this checkbox is marked, students that have an active eligibility record (FRAM > Eligibility) can be given a reduced price for items in the store. The reduced price is set up on the product. If you do not set up a reduced price, the student is charged the regular selling price.
<b>Shop By Categories</b>	<p>This option allows you to set up the School Store for users to shop by category or by products.</p> <ul style="list-style-type: none"> <li>• When this checkbox is marked, the first page in the store displays the <a href="#">Categories</a>. Users can select a Category to see the products they can purchase.</li> <li>• When this checkbox is <b>not</b> marked, the first page in the School Store displays all of the products in the store. Users still have the option to view and group the products by category from the products page.</li> </ul>
<b>Add Parent Portal Description</b>	Adds the text to the top of the Parent Portal School Store.
<b>Add Student Portal Description</b>	Adds the text to the top of the Student Portal School Store.
<b>Store Logo Upload</b>	<p>A picture that represents the school store in Campus Student and Campus Parent.</p> <div style="background-color: #f0e6e6; padding: 10px; border: 1px solid #ccc;"> <p>The image must use one of the following extensions: .jpg, .jpeg, .png, or .gif.</p> </div>

# Create a Public Store

Create a [Public Store](#) by selecting **All Schools** in the Campus toolbar. Use the field descriptions provided here to complete the screen then click **Save**.

**Tip:** See the [Public Store Overview](#) for more information about setting up a Public Store. There are multiple steps that you must complete before products can be purchased on the Public Store.





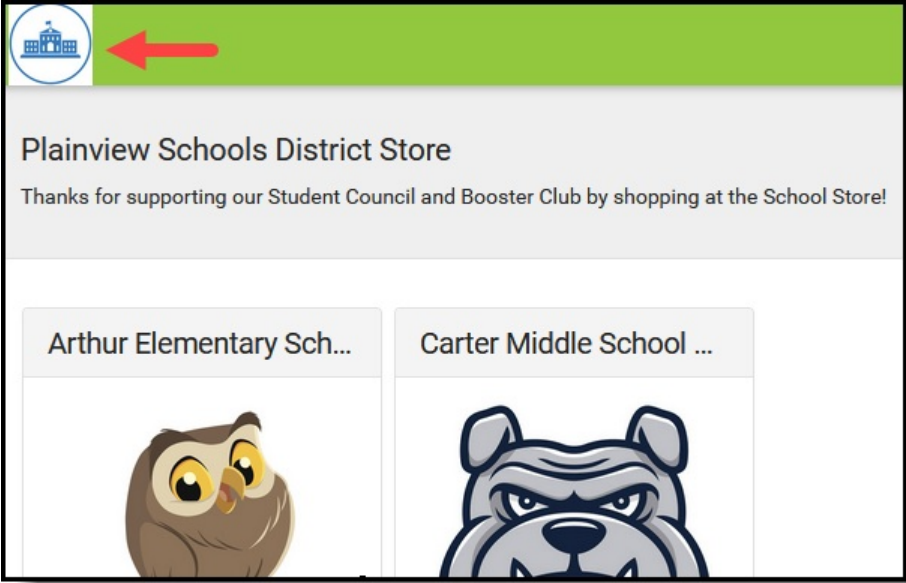
Example Public Store Settings

## Field Descriptions (Public Store)

Field	Description
<b>Enable Public Store</b>	Once the Enable Public Store box is checked, people can use the Public Store URL found on this Settings page to shop at your Public Store.
<b>Store Display Name</b>	The name of the store as it appears in Campus Student and Campus Parent.

Field	Description
<p><b>Public Store URL</b></p>	<p>The URL that is used to visit the Public Store. The URL is cannot be modified.</p> <ul style="list-style-type: none"> <li>• <b>Copy URL</b> - Copies the Public Store URL.</li> <li>• <b>Generate QR Code</b> - Creates a QR Code that can be shared with parents and students to access the Public Store.               <ul style="list-style-type: none"> <li>◦ <b>Download QR Code</b> - Downloads a .png file of the QR Code that can be posted and shared.</li> </ul> </li> </ul>
<p><b>Require User Account To Purchase</b></p>	<p>Public Store customers can create a user account before they make purchases on the Public Store. If you mark this checkbox, customers will be <b>required</b> to create a user account before making a purchase.</p> <p>When someone creates an account, their name and email address are saved in Campus in the Demographics tool and Campus assigns the <i>Public Store</i> Homepage to their <a href="#">user account</a>. Public Store customers can review their payment methods and purchase history after they log in.</p> <p>▶ <a href="#">Click here to expand...</a></p> <div data-bbox="475 981 1417 1167" data-label="Image"> <p>The screenshot shows the top navigation bar of the Public Store. On the left, it says 'Plainview Schools District Store' with a thank you message. On the right, there are 'Log In' and 'Create Account' buttons. A mouse cursor is hovering over the 'Create Account' button.</p> </div> <div data-bbox="475 1182 1417 1738" data-label="Image"> <p>The screenshot shows the 'User Account Detail' page for a user named 'parent1'. The page is titled 'User Account Information' and contains a 'User Credentials' section. In this section, the 'Homepage' is set to 'Public Store' and the 'Authentication Type' is 'Local Campus Authent...'. The 'Username' is 'parent1'. There are checkboxes for 'Force Password Change', 'Account Expiration Date' (set to 'month/day/year'), and 'Disable Account'. At the bottom, there are buttons for 'Save', 'Close', 'Delete', 'Login As User', 'Reset Password', 'Reset Account Settings', and 'Log and Summaries'.</p> </div>

Field	Description
<p><b>Description</b></p>	<p>The text you enter in this field displays below the Title on the Public Store.</p> <div style="border: 1px solid black; padding: 10px;"> <p><b>Plainview Schools District Store</b></p> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <p>Thanks for supporting our Student Council and Booster Club by shopping at the School Store!</p> </div> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center; width: 45%;"> <p>Arthur Elementary Sch...</p>  <p>Store</p> </div> <div style="text-align: center; width: 45%;"> <p>Carter Middle School ...</p>  <p>Store</p> </div> </div> </div>

Field	Description
<p><b>Store Logo Upload</b></p>	<p>A picture that represents the Public Store. This image displays at top of the page.</p> <div data-bbox="475 376 1422 506" style="background-color: #f0e6e6; padding: 10px; border: 1px solid #ccc;"> <p>The image must use one of the following extensions: .jpg, .jpeg, .png, or .gif.</p> </div> <div data-bbox="475 539 1385 1120" style="border: 2px solid black; padding: 10px; margin-top: 10px;">  <p>The screenshot shows a web page for 'Plainview Schools District Store'. At the top left, there is a circular icon of a school building. A red arrow points to this icon. Below the header, the text reads 'Plainview Schools District Store' and 'Thanks for supporting our Student Council and Booster Club by shopping at the School Store!'. There are two product cards: 'Arthur Elementary Sch...' with an owl mascot and 'Carter Middle School ...' with a bulldog mascot.</p> </div>